



City of Adelanto

Department of Public Works Engineering

Engineering Plan Check Review (EPCR)

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Public Works/Engineering.

- a) Plan Check Fees are due at the time of submittal for Plan Check and are determined by type of plans to be checked and number of sheets, use the attached worksheet to determine Plan Check Fee Deposit – Checks should be made payable to City of Adelanto.
- b) Average plan Check processing time is a minimum of Twelve (12) Weeks per submittal/Sixty (60) Business Days – Processing time does not include weekends, City Holidays, alternating closed Fridays, or any other day that City Hall is closed.
- c) Quantities of the Plans Required:
 1. **Rough Grading Improvement Plans:** 3 sets of plans and a Digital (PDF or CAD) copy for Engineering plan check
 2. **Sewer Improvement Plans:** 5 sets of plans, 3 sets of plans and a Digital (PDF or CAD) copy for Engineering plan check and 2 for APUA plan check.
 3. **Water Improvements Plans:** 5 sets of plans, 3 sets of plans and a Digital (PDF or CAD) copy for Engineering plan check and 2 for APUA plan check. *Note: 3 additional sets must also be submitted directly to County Fire for plan check. (See Information to the Applicant)*
 4. **Composite “Dry” Utility Plan/ Private Utility Plan:** 5 sets of plans and a Digital (PDF or CAD) copy, 3 sets of plans for engineering plan check and 2 for APUA plan check.
 5. **Street Improvement Plans:** 3 sets of plans for Engineering plan check
 6. **Precise/Final Grading Improvement Plans:** 5 sets of plans and a Digital (PDF or CAD) copy, 3 sets of plans for engineering plan check 2 for Planning plan check.
 7. **Final Maps (Tract or Parcel):** 3 sets of plans for engineering plan check along with one 8 ½” x 11” reproducible copy, title report, and copy of the conditions of approval and a Digital (PDF or CAD) copy.
 8. **Non-Retaining Wall Review:** 3 sets of wet-stamped plans and a 8 ½” x 11” copy plus wall calculations for engineering plan check and a Digital (PDF or CAD) copy.
 9. **Retaining Wall Improvement Plans:** 3 sets of plans plus wall calculations for engineering plan check and a Digital (PDF or CAD) copy.
 10. **Hydrology/Hydraulics/Drainage Study Report Review:** 3 sets of plans for Engineering review and a Digital (PDF) copy. Study must be to San Bernardino County Flood Control District standards and address on and off site flows
 11. **City LLMD Landscaping Plans:** 3 Sets for Public Works review and a Digital (PDF or CAD) copy.
 12. **Street Lighting Plans:** 3 Sets for Public Works review and a Digital (PDF or CAD) copy.
 13. **Street Striping Plans:** 3 sets of plans for Engineering plan check and a Digital (PDF or CAD) copy.
 14. **Storm Water Pollution Prevention Plan (SWPPP):** 1 Set of the SWPPP and a Digital (PDF) copy and 3 sets of the Erosion Control Plan and a Digital (PDF or CAD) copy for Public Works review

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15. **Storm Drain Improvement Plans:** 3 sets of plans for Engineering plan check and a Digital (PDF or CAD) copy
16. **Flood Control Channel Improvement Plans:** 3 sets of plans plus hydrology and hydraulics calculations and a Digital (PDF or CAD) copy, for engineering plan check.
17. **Bridge, Road Drainage Crossings, or Culverts:** 3 sets of plans plus hydrology, hydraulics and structural calculations and a Digital (PDF or CAD) copy, for engineering plan check.
18. **Traffic Control Plan:** 3 sets of plans and a Digital (PDF or CAD) copy, for Engineering plan check.
19. **As-Built/ Amendments:** 3 sets of revised plans and a Digital (PDF or CAD) copy for Engineering plan check

- d) All Applications must be submitted in Digital and hard copies.
- e) For All Tracts, Parcels Maps, LDP's and other "entitled projects" a copy of the Planning Resolution and Conditions of Approval are required for all plan checks. ADDITIONAL FEES MAY APPLY.

INFORMATION TO THE APPLICANT

The City Engineer is Wilson So of So & Associates located in Apple Valley. For question regarding plans under review you may call (760) 242 –2365. Please do not unexpectedly visit the Offices of So & Associates without an appointment, unexpected visitors to the Offices of So & Associates without an appointment will be billed at Wilson's billable rate of \$120 per hour, rounded up to the nearest whole hour of visit time, two hour billable minimum.

Second submittals of Water Improvement Plans must be submitted along with a redline copy of San Bernardino County Fire corrections/comments from their Plan Check of the Water Improvement Plans and those comments must be addressed in the second submittal. For County of San Bernardino Fire plan checks please contact:

Douglas Crawford, Planning & Engineering Supervisor
620 South "E" Street
San Bernardino, CA 92415-0179
(909) 386 – 8465
dcrawford@fire.sbcounty.gov
www.sbcfire.org

The initial deposit requirements are as follows:

Rough Grading Plan Check	\$575 per sheet*
Street Improvement Plan Check	\$805 per sheet*
Sewer Improvement Plan Check	\$530 per sheet*
Water Improvement Plan Check	\$530 per sheet*
Composite Utility Plan Check	\$530 per Sheet*
Precise Grading/Drainage Plan Check	\$615 per sheet*
Tract Map Plan Check	\$4,375 each Tract Map (up to 80 lots, \$55 for each additional lot)*
Parcel Map Plan Check	\$1,845 each Parcel Map*
Hydrology Study Review	\$805 (minimum)*
Retaining Wall Review	\$430 per sheet*
Non-Retaining Wall Review	\$95 per sheet*
City LLMD Landscaping Plan Check	\$85 per sheet*
Street Lighting Plans	\$805 per sheet*
Street Striping Plans	\$805 per sheet*

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Storm Water Pollution Prevention Plan (SWPPP)	\$575 per Erosion Control Plan sheet*
Storm Drain Improvement Plans	\$805 per sheet*
Flood Control Channel Improvement Plans	\$575 per sheet*
Bridge, Road Drainage Crossings, or Culverts	\$805 per sheet*
Traffic Control	\$805 per sheet*
As-Build/ Amendments	\$55 Per Sheet*

- Price includes two (2) plan check submittals and a submission for signatures; any necessary plan checks beyond two (2) are billed by actual cost of plan check plus City administration fees.

Processing Costs: The City operates on the basis of full cost recovery for the processing of engineering projects. Deposits made at the time of application are projected to be sufficient for the processing of the application; however, additional deposits may be required to cover the costs for the project. If at any time deposits are insufficient to cover the projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the city. Lack of sufficient funds on deposit will suspend any required processing time frames.

Plan Check Time Table:

Average turn around time for a plan check is approximately twelve business weeks to receive corrections/comments. Please do not check for the status of plans prior to the average plan check time limit. All such requests for plan check status prior to the city's approximate time will be billed for by a minimum of one (1) hours time and must be submitted via the project tracking number or the request for the status of the plan will not be granted. Average number of submittals with corrections before final approval is three submittals. However, no guarantees for return time and number of submittals are made; State Law allows six months for a plan check.

The city allows for a 60 working day period for each submitted application with an additional 30 working day per subsequent submittal of revisions or supporting documentation, for the review of any improvement plans. This period does not include the time the plans are spent waiting to being returned to the applicant, in the applicant's possession or time spent on hold due to incomplete submissions.

First submittals of plans for Plan Check must be made to the Public Works/ Engineering Department. Any first submittals made directly to So & Associates will not be accepted and be disregarded. Once the City Engineer has made corrections, the Project Engineer will be notified and the corrections will be sent to the project engineer for changes. Once the Project Engineer has made the corrections he/she will submit the plans directly to So & Associates for resubmitted plan check. Any resubmitted projects not addressing or including any incomplete items will not be reviewed until all incomplete items are submitted or addressed.

Once the City Engineer approves the plans and signs them, the plans will be returned to the Public Works/ Engineering Department. The Public Works/ Engineering Department will notify the Project Developer and Engineer of the Approval Status of the Plans. For Water Plans: once the plans are returned to the Public Works/ Engineering Department, the Adelanto Public Utility Authority Superintendent must review and sign the plans before the plans are officially ready. For Precise Grading/Drainage Plans: once the plans are returned to the Public Works/

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Engineering Department, the Planning Department must review and sign the plans before the plans are officially ready.

TRACKING NO. _____	<div style="text-align: center; font-weight: bold; margin-bottom: 20px;">DATE FILED</div> <div style="text-align: center; margin-top: 100px;">Engineering Department Use Only</div>
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Rough Grading Plan Check _____ x \$575	
Street Improvement Plan Check _____ x \$805	
Sewer Improvement Plan Check _____ x \$530	
Water Improvement Plan Check _____ x \$530	
Composite Utility Plan Check _____ x \$530	
Precise Grading/Drainage Plan Check _____ x \$615	
Tract Map Plan Check \$4,375 + _____	
Parcel Map Plan Check \$1,845 _____	
Hydrology Study Review _____ x \$805	
Traffic Control Plans _____ x \$805	
Retaining Wall Review _____ x \$430	
Non-Retaining Wall Review _____ x \$95	
City LLMD Landscaping Plan Check _____ x \$85	
Drainage Crossings & Culverts _____ x \$805	
Channel Improvement Plans _____ x \$575	

	Street Lighting Plans _____ x \$805
	Street Striping Plans _____ x \$805
	SWPPP - Erosion Control Plan _____ x \$575
	Storm Drain Improvement Plans _____ x \$805
	As-Build/ Amendments _____ x \$55

INITIAL DEPOSIT DUE: _____

Total Deposit Paid _____

Receipt No. _____

ENGINEERING DEPARTMENT USE ONLY

Project Name & APN /Tract Number: _____
Project Description: _____

Name of Applicant/Developer		Phone	
		Fax	
Address			
City		State	Zip Code
Name of Representative/ Contact		Phone	
		Fax	

[For Tract Maps, Parcel Maps and Easements: Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

**** WHEN REVIEW IS COMPLETE CONTACT: Developer [↑] or Engineer [↓] ****

Name of Engineering Firm			Phone
			Fax
Address			
City	State	Zip Code	
Name of Contact			Phone
			Fax

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Project Tracking Number Certification: I hereby certify that I understand the information regarding deposits for processing costs, the submittal requirements and agree to the city's application processing time schedule, included with this application and that the information furnished above and in any attached documents are true and correct.

Applicants Signature

Date

Applicants Printed Name

APPLICATION FOR ENGINEERING PLAN CHECK REVIEW

For Tract Maps review, Parcel Maps review and Easements review only.

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Public Works/Engineering Department Staff.

I/We _____

(Please Print)

Being first duly sworn, each for himself or herself, deposes and says that I/we am/are the **owner(s)** ☐ **/lessee** ☐ **/agent** ☐ of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

(If different from owner)

Signature of Owner:		
Mailing Address:		
City	State	Zip Code
Phone (H)	Phone (W)	

For Tract Maps review, Parcel Maps review and Easements review only.

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LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's Parcel
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____, Parcel/Lot

No. _____ do hereby authorize _____ to represent me
Authorized Agent

as agent in seeking approval of the following project(s): _____

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

For Tract Maps review, Parcel Maps review and Easements review only.